

City of Chattanooga, TN
Personnel Class Specification

Class code 0603

FLSA: Exempt

**CLASSIFICATION TITLE: ELECTRICAL/INSTRUMENT
MAINTENANCE SUPERVISOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/skilled work functions associated with overseeing electrical repair/maintenance of instrumentation and equipment for the city's Interceptor Sewer System.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures departmental adherence to established safety procedures; conducts safety meetings; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; provides direction, advice, and technical expertise.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Coordinates department work activities with those of other departments, outside contractors, vendors, or other individuals.

Coordinates electrical repair/maintenance on instrumentation and electrical equipment needed to maintain the operation of Interceptor Sewer System, including treatment plant, pumping stations, sewage grinder stations, storm water flood control stations, and landfill.

Plans and implements scheduled/emergency maintenance plans and procedures for instrumentation and equipment.

Supervises and assists with the design, building, installation, troubleshooting, repair, calibration and cleaning of a wide variety of instrumentation and electrical equipment, controls, computer controls, radio telemetry, and pneumatic controls.

Performs various repair/maintenance tasks, which may include troubleshooting equipment malfunctions, troubleshooting electrical problems, replacing parts, welding/fabricating metal parts and components, bending/shaping conduit, pulling conduit wiring, splicing electrical connections, and drilling/punching holes.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, conduit benders, knock-out punches, crimping tools, high voltage stick/gloves, band saw, drill, welder, torch, gauges, electrician tools, mechanic tools, calibration equipment, and diagnostic instruments.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Supervises and performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates orders for new or replacement materials.

Maintains service/maintenance records on shop machinery and equipment.

Assists in developing and implementing departmental budget.

Prepares or completes various forms, correspondence, reports, work orders, requisitions, injury/accident reports, electrical plans, diagrams, and other documents.

Receives various forms, reports, work orders, job applications, requisitions, maps, blueprints, diagrams, specifications, catalogs, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, electrical troubleshooting, or other software programs.

Communicates with supervisor, employees, other departments, outside contractors, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Electrical Maintenance, Instrumentation & Control Maintenance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes electrical maintenance or electrical control maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Plant Electrician License. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, insect bites, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.